



State of Kansas Beginning of Training Day

Statewide Management, Accounting and Reporting Tool



Beginning of the day Procedures:

- ✓ Arrive early (at least 30 minutes before the scheduled session start time)!
- ✓ If either the assigned Trainer or Driver does not make it to the training session by 15 minutes prior to the session start, please call the SMART Training Team **IMMEDIATELY** (phone number is **Gina Vinyard's cell phone: 785-640-8270**)
- ✓ Verify all equipment operates as expected – Contact the Technical Contact at the training site (see the facility information spreadsheet on the Trainer and Driver web page) immediately with any problems
 - Make sure that all computers are on and that the participant logins work for the individual workstations
 - Using a Post-It ® note, post the following on each computer. Make sure to remove at the end of the training session:
 - SMART Training Environment User ID (found on the weekly calendar posted on the trainer and driver web page) and password (training)
 - Assigned data set number (also on the weekly calendar)
 - User specific data user number
 - Whiteboard or Flipchart: Write your name, your classroom number, and your user specific data set for the day

When Participants Arrive:

- ✓ Welcome them!
- ✓ Encourage participants to sit near the front of the classroom first. Remind them that we expect full classes. Indicate you are saving a few seats in the back for the SMART Training Team to drop in.
- ✓ Have participants sign the roster. At the Landon and Docking locations, have participants from outside the Capitol Complex fill out the parking lot information, if applicable. A member of the SMART Training Team will assist with taking this to Parking Administration.
- ✓ If a scheduled participant does not show within 15 minutes of class start, email the SMART Training Team at smartraining@da.ks.gov
- ✓ Discuss logistics with participants at the start of the session
 - Cell phones off
 - Computers should only be used for SMART activities